January 30, 2013
City Commission Room, 700 N. Jefferson, Junction City KS 66441

Mayor Pat Landes
Vice Mayor Jim Sands
Commissioner Cecil Aska
Commissioner Scott Johnson
Commissioner Jack Taylor
City Manager Gerry Vernon
City Attorney Catherine Logan
City Clerk Tyler Ficken

1. **12:00 P.M. Noon CALL TO ORDER**

   a. Consideration of R-2684 supporting the tax credit application made by Riverfront Developer for property located at Fuller Circle.

2. **ADJOURNMENT:**

Backup material for agenda item:

a. Consideration of R-2684 supporting the tax credit application made by Riverfront Developer for property located at Fuller Circle.

City of Junction City

City Commission

Agenda Memo

January 30, 2013

From: **David L. Yearout, AICP, Director of Planning and Zoning**

To: **City Commission & Gerry Vernon, City Manager**

Subject: **Resolution for Support of Housing Tax Credit Application – Village at Freedom Place – Larry Ruiz (Resolution R-2684)**

Issue: Consideration of resolution **(R-2684)** providing support for the submission of an application to the Kansas Housing Resources Corporation for a Housing Tax Credit for the next phase of development along Fuller Circle in the Freedom at Village Place project off Grant Avenue in the City of Junction City, Kansas.

Explanation of Issue: The new developer of Village at Freedom Place, Lawrence M. Ruiz, d.b.a. Riverfront Developer, is filing an application with the Kansas Housing Resources Corporation for approval of the next phase of construction of housing units at the Village at Freedom Place to be developed under the Housing Tax Credit program. City approval by resolution of this project is a prerequisite of the State of Kansas for approval of the application. There will be no further action needed by the City for this application to be processed by the State.

The first phases of this project were completed by another developer under a Planned Development District zoning approved by the City in 2006. Subsequently, the balance of the property went delinquent and was sold at tax sale last fall. Mr. Ruiz acquired the property and the County Attorney's office has confirmed that sale, which will be finalized once the deed with the correct legal description is prepared. In essence, the sale is considered complete and is awaiting final closing, which should happen at any time.

The Housing Tax Credit program is recognized by the IRS and the State of Kansas as a method of allowing the developers to raise development capital for their project by marketing investment credits to pay for a portion of the project. The investors received income tax credits over a ten year period by buying the credits, and the developer reduces the amount of money that must be otherwise financed for the project. The housing units must be available to residents of the community that are at 60% or less of the median income of the area.

This project will not be included in any programs that exempt it from property taxes, grant it other tax abatements or other local tax assistance. Full building permit fees and associated development costs will be required of new construction.

Staff Recommendation: Approve the resolution.

Suggested Motion:

Commissioner ___________________ moved to approve Resolution No. R-2684, a resolution of support for a Housing Tax Credit application for the next Phase of Village at Freedom Place along Fuller Circle off Grant Avenue in Junction City, Kansas.

Commissioner ___________________ seconded the motion.

Enclosures:

Resolution R-2684
Letter from Developer
Village at Freedom Plan Approved Site Plan
Village at Freedom Plan Proposed Site Plan

RESOLUTION R-2684

A RESOLUTION SUPPORTING AN APPLICATION FOR A HOUSING TAX CREDIT APPLICATION FOR DEVELOPMENT OF AFFORDABLE RENTAL HOUSING IN THE CITY OF JUNCTION CITY, KANSAS.

WHEREAS, the City of Junction City, Kansas, has been informed by Lawrence M. Ruiz, d.b.a. Riverfront Developer, that a housing tax credit application will be filed with the Kansas Housing Resources Corporation for the development of affordable rental housing to be located on Fuller Circle in the Village at Freedom Place, Junction City, Kansas; and,

WHEREAS, this housing development will be the next phase to the existing Village at Freedom Place and contain an additional 25 units; and,

WHEREAS, the development will be a new construction; and,

WHEREAS, amenities will include a park area, a 60-foot by 100-foot Community Center, and a swimming pool; and,

WHEREAS, the units will be targeted to the elderly and families; and,

WHEREAS, the developer has requested local support for the tax credit application related to this project; and,

WHEREAS, the purpose of this Resolution is to indicate the support of the City of Junction City for the tax credit application; however, nothing contained herein shall be deemed to be approval of any other governmental action related to the project, such as, but not limited to, zoning, platting, building codes, utility connects and the like.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF JUNCTION CITY, KANSAS, THAT:

1. The City of Junction City, Kansas, supports and approves the development of the aforesaid housing in our community, subject to city ordinances and the building permit process.

2. This resolution is effective until December 31, 2013. In the event that any of the characteristics mentioned above should change prior to the issuance of a building permit, this resolution is null and void.

PASSED AND ADOPTED BY THE GOVERNING BODY OF THE CITY OF JUNCTION CITY, KANSAS THIS 30th DAY OF JANUARY, 2013.

____

Pat Landes, Mayor

Attest:

____

Tyler Ficken, City Clerk

Quality Trust Inc.

Lawrence M. Ruiz
133 East Home St.
Junction City, KS 66441

President (Bonded)
Telephone (785) 238-4761
Fax (785) 238-7395

January 28, 2013

Dear Mr. Vernon,

enclosed is the information on the 2013 Housing Tax Credit Program. Please send this information out from your office to the Mayor and Commissioners in order for them to have a blue print of our Wednesday afternoon meeting agenda as you and I discussed. These items and documents are not being sent in any particular order; however most of this material is generic from past projects. For the sake of time and to offer a first hand look at the plans and specifications, we will bring the drawings and sketches for all to see on Wednesday if this is acceptable.

Last but not least between now and tomorrow noon, you will be receiving our application for 2013 Tax Credit Program. There are still some line items that are not completed since we are racing toward the February 1, 2013 deadline in order to submit our package for completeness.

Please let us know if you have any questions or feel free to call me at your earliest convenience 785-375-6372 or the office no. 785-238-4761.

Sincerely,

Lawrence M. Ruiz (Larry)
President QT/TGC/AFI

EXHIBIT C

RESOLUTION

WHEREAS, the City of Junction City, Kansas has been informed by Riverfront Developer that a housing tax credit application (will or has been) filed with the Kansas Housing Resources Corporation for the development of affordable rental housing to be located at Fuller Circle, Kansas with a legal description as follows:

WHEREAS, this housing development will contain 25 units;

WHEREAS, the units will be targeted to (elderly, family, special needs, mixed income, rent subsidized);

WHEREAS, the development will be a (new construction, acquisition and rehabilitation or rehabilitation);

WHEREAS, the property will have the following amenities:
60X100' Community Center, A swimming pool and park area

WHEREAS, the developer has requested local assistance through (tax increment financing, a tax abatement, issuance of taxable revenue bonds);

NOW, THEREFORE, BE IT RESOLVED by the City of Junction City Governing Body that we support and approve the development of the aforesaid housing in our community, subject to city ordinances and the building permit process. This resolution is effective until ______________. In the event that any of the characteristics mentioned above should change prior to the issuance of a building permit, this resolution is null and void.

ADOPTED BY THE GOVERNING BODY AND APPROVED BY THE MAYOR, this ______ day of __________________, 20 __.

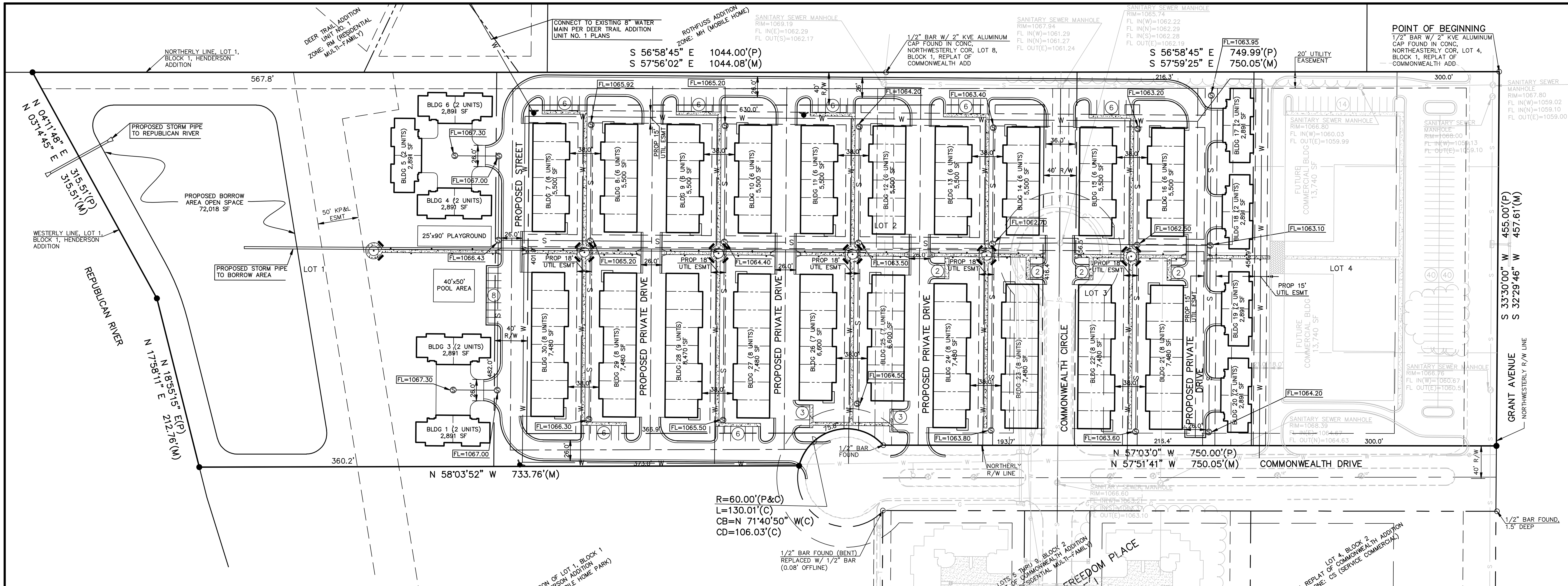
____, Mayor

ATTEST:

________________________________, City Clerk

SEAL

Tract I – Lots 1, 2, 3, 4, 5, 6, 7, 8, and 9, Block 1, and Lots 1, 5, 6, 7, 8, and 9, Block 2, a ~~replace~~ replat of Commonwealth Addition to Junction City, Geary County, Kansas. Tract II – Lot 1, Block 1, Henderson Addition to Junction City, Geary County, Kansas, filed in the Office of the Register of Deeds, Geary County, Kansas in Plat Book D, Page 46A, except the following described tract: Beginning at the SE corner of said Lot 1, Block 1, said point also being in the SW corner of a Replat of Commonwealth Addition to Junction City, Geary County, Kansas; thence N 57°03'00" W on the southwesterly line of said Lot 1, Block 1, a distance of 667.28 feet to the SW corner of said Lot 1, Block 1, said point being on the easterly high bank of the Republican River; thence N 13° 50'51" E on the northwesterly line of said Lot 1, Block 1, a distance of 244.25 feet; thence continuing on said northwesterly line N 15°45'21" E a distance of 252.58 feet; thence continuing on said northwesterly line N 18°55'15" E a distance of 39.08 feet; thence S 57°03'00" E a distance of 733.19 feet to a point on the right of way line of Commonwealth Drive; thence on said right of way line on a curve to the left having a radius of 60.00 feet, a chord bearing of S 28°49'51" E and an arc distance of 158.87 feet to a point on the southeasterly line of said Lot 1, Block 1, said point also being on the northwesterly line of said Commonwealth Addition; thence S 33°30'00" W on said southeasterly line of Lot 1, Block 1, a distance of 455.00 feet to the point of beginning



NOTES:

1. PROPOSED CITY STREETS, WATER MAINS, SEWER MAINS AND STORM SEWER IMPROVEMENT TO BE PAID BY SPECIAL ASSESSMENT.
2. FINISH FLOOR ELEVATION TO BE 1' ABOVE 100-YEAR FLOOD ELEVATION OR AT 1073.0.
3. PROPOSED PROJECT TO BE COMPLETED IN ONE PHASE OVER THE NEXT YEAR.
4. IN REVIEW OF THE COMPREHENSIVE PLAN, THE SUBJECT PROPERTY IS SHOWN AS COMMERCIAL USE. ADJACENT PROPERTIES ARE AGRICULTURAL AND MOBILE HOME. THE FUTURE LAND USE IS SHOWN TO BE COMMERCIAL WITH ADDITIONAL RESIDENTIAL BEING ADJACENT.
5. OPEN SPACE TO BE MAINTAINED AS OUTLINED IN THE RESTRICTIVE COVENANCE.

FLOOD STATEMENT:

SUBJECT PROPERTY IS LOCATED IN ZONE "AE" AS SHOWN ON THE FLOOD INSURANCE RATE MAP FOR GEARY COUNTY, KANSAS, COMMUNITY PANEL NUMBER 200579 0055 C, EFFECTIVE DATE FEBRUARY 4, 1988 AND ON THE FLOOD INSURANCE RATE MAP FOR JUNCTION CITY, KANSAS, COMMUNITY PANEL NUMBER 200112 0005 C, EFFECTIVE DATE MARCH 18, 1987. ZONE "AE" IS DEFINED AS "SPECIAL FLOOD HAZARD AREAS INUNDATED BY 100-YEAR FLOOD. BASE ELEVATIONS DETERMINED". BASE 100-YEAR ELEVATION=1072.0

BENCHMARKS:

TBM: SANITARY SEWER MANHOLE AT CUL-DE-SAC OF COMMONWEALTH CIRCLE. ELEV=1067.85

BM: CHISELED "SQUARE" FOUND AT SOUTHEAST CORNER OF LIGHT POLE BASE AT THE SOUTHWEST CORNER OF CAR LOT (JIM CLARK), 834 GRANT AVENUE. ELEV=1070.68

BASIS OF BEARINGS:

THE BASIS OF BEARINGS IS THE ASSUMED BEARING OF S 32°29'46"W ALONG THE NORTHWESTERLY RIGHT-OF-WAY LINE OF GRANT AVENUE.

ZONING:

EXISTING ZONE: "CS" – SERVICE COMMERCIAL DISTRICT
PROPOSED ZONE: "PDD" – PLANNED DEVELOPMENT DISTRICT (RESIDENTIAL MULTI-FAMILY)

SITE/BUILDING DATA:

PROPERTY DESCRIPTION:	LOTS 1 THRU 9, BLOCK 1, A REPLAT OF COMMONWEALTH ADDITION AND A PORTION OF LOT 1, BLOCK 1, HENDERSON ADDITION TO JUNCTION CITY, KANSAS
TOTAL SITE AREA:	783,528 SF (17.99 ACRES)
TOTAL BUILDING AREA:	154,059 SF
TOTAL LOT COVERAGE:	19.66%
TOTAL NO. OF UNITS:	156 UNITS
DENSITY:	8.7 UNITS PER ACRE

REQUIRED PARKING BY CODE:

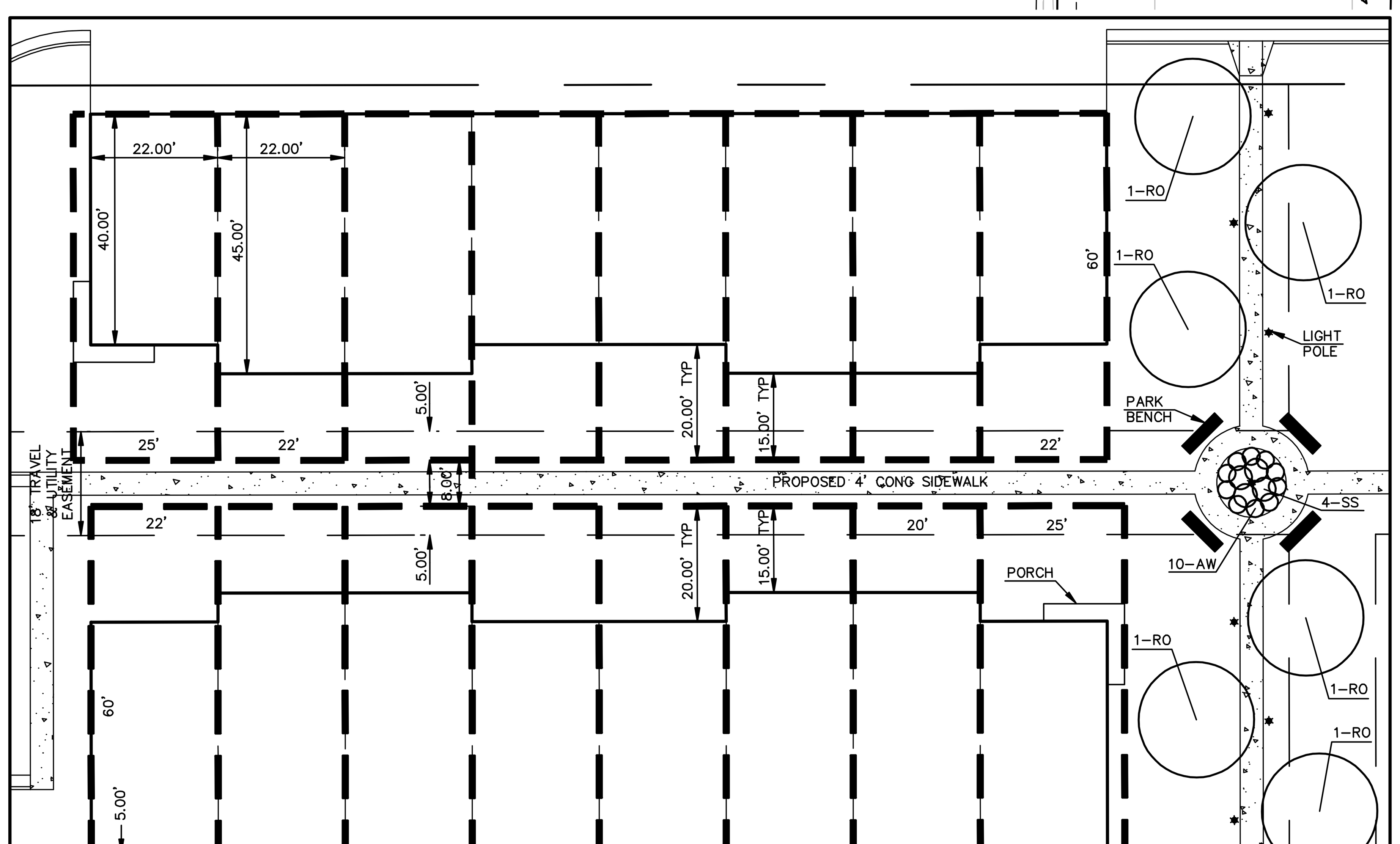
2 SPACES PER UNIT	156 UNITS X 2
TOTAL REQUIRED PARKING	312 PARKING SPACES

PROPOSED PARKING:

PARKING PROVIDED	312 SPACES + 64 SPACES = 376 SPACES
PARKING RATIO	2.410 STALLS / UNIT

DESCRIPTION:

A TRACT OF LAND BEING ALL OF LOTS 1 THRU 9, BLOCK 1, A REPLAT OF COMMONWEALTH ADDITION AND A PORTION OF LOT 1, BLOCK 1, HENDERSON ADDITION TO JUNCTION CITY, KANSAS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT THE NORTHEASTERLY CORNER OF LOT 4, BLOCK 1 OF SAID REPLAT OF COMMONWEALTH ADDITION;
THENCE ON AN ASSUMED BEARING OF S 32°29'46" W ALONG THE NORTHWESTERLY RIGHT-OF-WAY LINE OF GRANT AVENUE, A DISTANCE OF 457.61 FEET TO A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF COMMONWEALTH DRIVE;
THENCE N 57°51'41" W ALONG SAID NORTHERLY RIGHT-OF-WAY LINE, A DISTANCE OF 750.05 FEET;
THENCE ON A CURVE TO THE LEFT HAVING A RADIUS OF 60.00 FEET, A CHORD BEARING OF N 71°40'50" W AND A CHORD DISTANCE OF 106.03 FEET, AN ARC LENGTH OF 130.01 FEET;
THENCE N 58°03'52" W A DISTANCE OF 733.76 FEET TO A POINT ON THE WESTERLY LINE OF SAID LOT 1, BLOCK 1, HENDERSON ADDITION;
THENCE N 17°58'11" E ALONG SAID WESTERLY LINE, A DISTANCE OF 212.76 FEET;
THENCE N 03°14'45" E CONTINUING ALONG SAID WESTERLY LINE, A DISTANCE OF 315.51 FEET TO THE NORTHWESTERLY CORNER OF SAID LOT 1;
THENCE S 57°56'02" E ALONG THE NORTHERLY LINE OF SAID LOT, A DISTANCE OF 1044.08 FEET TO THE NORTHWESTERLY CORNER OF LOT 8, BLOCK 1, A REPLAT OF COMMONWEALTH ADDITION;
THENCE S 57°59'25" E ALONG THE NORTHERLY LINE OF SAID REPLAT, A DISTANCE OF 750.05 FEET TO A POINT ON THE NORTHWESTERLY RIGHT-OF-WAY LINE OF GRANT AVENUE SAID POINT ALSO BEING THE POINT OF BEGINNING.
CONTAINS 17.99 ACRES, MORE OR LESS.
SUBJECT TO EASEMENTS, RESERVATIONS AND RESTRICTIONS NOW OF RECORD.
END OF DESCRIPTION



TYPICAL LIMITS OF OWNERSHIP & LANDSCAPE PLAN
SCALE: 1'=20'

PLANT SCHEDULE - TYPICAL EACH BUILDING

KEY	QTY.	BOTANICAL NAME	COMMON NAME	SIZE	
SHRUBS					
AW	5	SPIREA X BUMALDA	ANTHONY WATERER SPIREA	5 GAL.	CONT.
SS	2	SPIREA NIPPONICA	SNOWMOUND SPIREA	5 GAL.	CONT.
TREES					
RO	3	QUERCUS RUBRA	RED OAK	2" CAL.	B & B

LEGEND
LIMITS OF OWNERSHIP

ZONING REQUIREMENTS

	ZONE	LOT SIZE (MIN)			YARD REQUIREMENTS (MIN)			MAX LOT COVERAGE
		AREA (SF)	WIDTH	DEPTH	FRONT	SIDE	REAR	
EXISTING REQUIREMENTS	CS	10,000	75'	100'	55' FROM CL STREET R/W, MIN 15'	NONE, MIN 5' IF PROVIDED	NOT REQUIRED, MIN 5' IF PROVIDED	50%
PROPOSED REQUIREMENTS (RESIDENTIAL MULTI-FAMILY)	PDD	5,000	60'	100'	NONE	NONE	NONE	40%

REQUESTED VARIANCES:

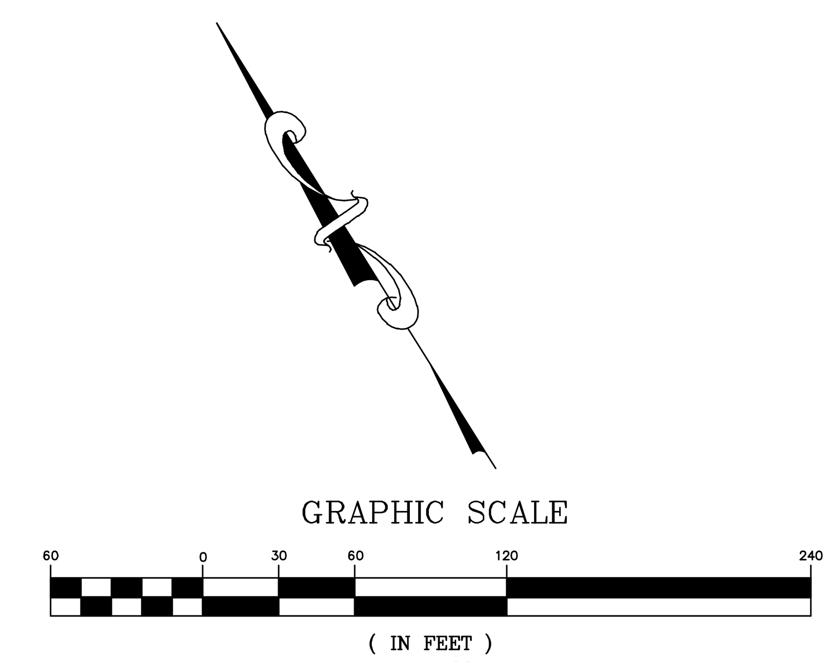
A. REAR YARD SETBACK TO BE REDUCED TO NONE FROM 25' REQUIRED.
B. FRONT YARD SETBACK TO BE REDUCED TO NONE FROM 25' REQUIRED.
C. SIDE YARD TO BE REDUCED TO NONE FROM 10% OF LOT WIDTH.
D. PERIMETER OF STREET RIGHT-OF-WAY TO BE DEDICATED HAS OFFSITE PARKING LOCATED IN IT.

EXISTING LEGEND

- 1/2" BAR FOUND, ORIGIN UNKNOWN
- TREE LINE
- GAS LINE
- GAS VALVE
- WATER LINE
- FIRE HYDRANT
- WATER LINE VALVE
- WATER METER
- SANITARY SEWER LINE
- SEWER MANHOLE
- DECIDUOUS TREE W/SIZE

PROPOSED LEGEND

- 1/2" BAR W/ CLS 20 CAP SET
- WATER LINE
- FIRE HYDRANT
- SANITARY SEWER LINE
- FL=1063.80 SANITARY SEWER MANHOLE (FLOWLINE ELEVATION)
- 4' CONCRETE SIDEWALK
- 6 PROPOSED PARKING STALL COUNT
- 40 FUTURE PARKING STALL COUNT



EXISTING CONDITIONS AS OF AUGUST 18, 2005

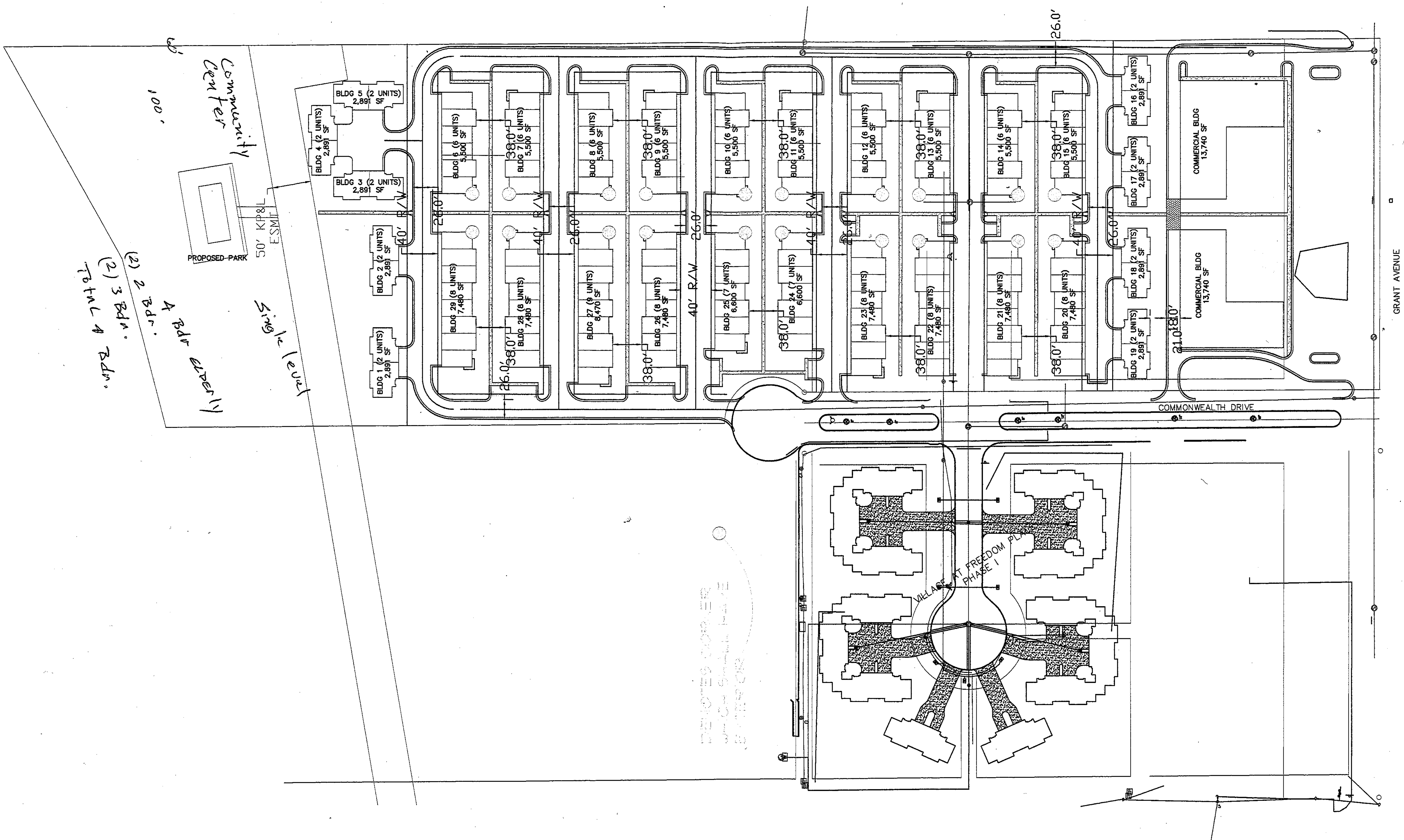
REV	DATE	DESCRIPTION	DSN	DWN	CHK
0	4-26-06	INITIAL ISSUE	LDO	BJH	

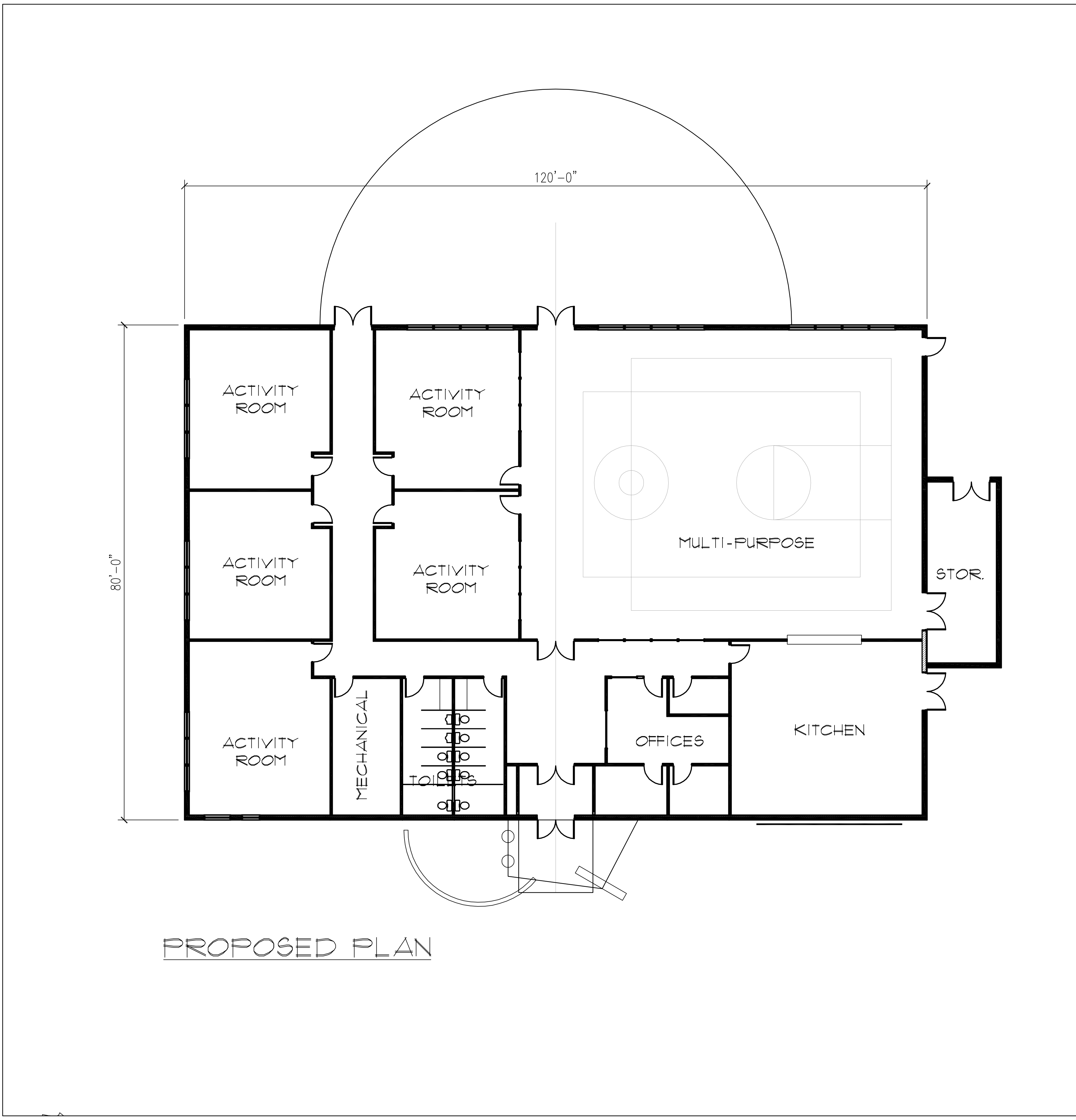
KAW VALLEY ENGINEERING, INC. – CONSULTING ENGINEERS
Offices: Junction City, Ks. Kansas City, Mo. Lenexa, Ks.
2319 NORTH JACKSON
P.O. BOX 1304
JUNCTION CITY, KANSAS 66441
785-762-5040 FAX 785-762-7744
E-MAIL jc@kveng.com
WEB SITE www.kveng.com

VILLAGE AT FREEDOM PLACE PHASE 2
COMMONWEALTH DRIVE & GRANT AVENUE
JUNCTION CITY, KANSAS

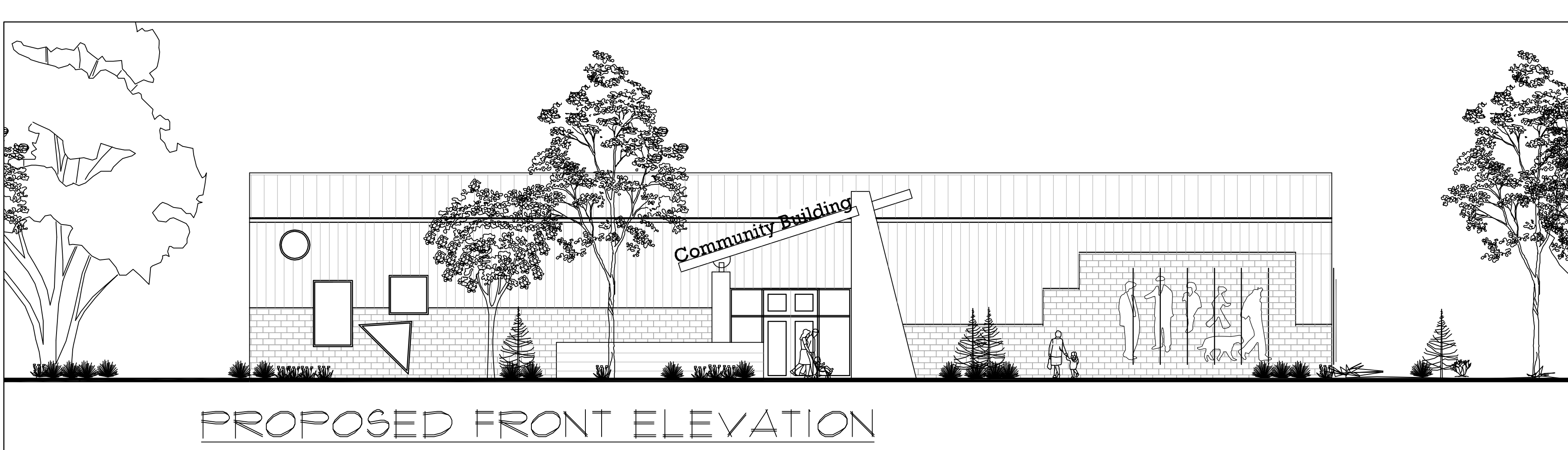
FINAL DEVELOPMENT PLANS

PROJ. NO.	A06_2771
DATE	APRIL 2006
DESIGNER	LDO
DRAWN BY	BJH
CFN	FDP\2771FDP
REV	0
SHEET	1 OF 1


Community Center
100'
PROPOSED-PARK
50' KP&L ESMT
Single level
4 Bdr elderly
(2) 2 Bdr.
(2) 3 Bdr.
Total 4 Bdr.
BLDG 1 (2 UNITS) 2,891 SF
BLDG 2 (2 UNITS) 2,891 SF
BLDG 3 (2 UNITS) 2,891 SF
BLDG 4 (2 UNITS) 2,891 SF
BLDG 5 (2 UNITS) 2,891 SF
BLDG 6 (6 UNITS) 5,500 SF
BLDG 7 (6 UNITS) 5,500 SF
BLDG 8 (6 UNITS) 5,500 SF
BLDG 9 (6 UNITS) 5,500 SF
BLDG 10 (6 UNITS) 5,500 SF
BLDG 11 (6 UNITS) 5,500 SF
BLDG 12 (6 UNITS) 5,500 SF
BLDG 13 (6 UNITS) 5,500 SF
BLDG 14 (6 UNITS) 5,500 SF
BLDG 15 (6 UNITS) 5,500 SF
BLDG 16 (2 UNITS) 2,891 SF
BLDG 17 (2 UNITS) 2,891 SF
BLDG 18 (2 UNITS) 2,891 SF
BLDG 19 (2 UNITS) 2,891 SF
BLDG 20 (8 UNITS) 7,480 SF
BLDG 21 (8 UNITS) 7,480 SF
BLDG 22 (8 UNITS) 7,480 SF
BLDG 23 (8 UNITS) 7,480 SF
BLDG 24 (7 UNITS) 6,600 SF
BLDG 25 (7 UNITS) 6,600 SF
BLDG 26 (8 UNITS) 7,480 SF
BLDG 27 (9 UNITS) 8,470 SF
BLDG 28 (8 UNITS) 7,480 SF
BLDG 29 (8 UNITS) 7,480 SF
COMMERCIAL BLDG 13,740 SF
COMMERCIAL BLDG 13,740 SF
40' R/W
26.0'
38.0'
21.0'
18.0'
COMMONWEALTH DRIVE
GRANT AVENUE
VILLAGE AT FREEDOM PLACE PHASE I



SITE/ FLOOR PLAN
NOT TO SCALE



FRONT ELEVATION
8' = 1"

COMMUNITY BUILDING

JAN. 2013

architectural design
deam & deam L.L.C.
124 W. 7TH., JUNCTION CITY, KS. 66441, 785-238-0874

LARRY'S Copy

KANSAS HOUSING RESOURCES CORPORATION

QUALIFIED ALLOCATION PLAN
For
2013 HOUSING TAX CREDIT PROGRAM

INTRODUCTION

The Tax Reform Act of 1986 established a tax credit to replace previous federal tax incentives for investment in low-income rental housing. The credit offers a reduction in tax liability to investors in eligible low-income residential housing developments. The Omnibus Budget Reconciliation Act of 1993 indefinitely extended the program.

The Kansas Housing Resources Corporation (KHRC) is responsible for administration and allocation of the tax credit program for the State of Kansas. Kansas has an allotment of approximately $6,276,860 of annual tax credit authority. Ten percent of the State's annual tax credit allotment; approximately $627,686, is reserved for developments submitted by nonprofit applicants. In 2013 reservations will be made from the 2014 authority. All provisions shown in this Plan also apply to applications for Private Activity Bonds with annual 4% tax credits.

According to Section 42(m)(1)(B) of the Internal Revenue Code (the Code), allocation agencies shall adopt a "qualified allocation plan" which:

(a) contains selection criteria "which are appropriate to local conditions";

(b) assigns the highest priority to developments with the lowest cost of "intermediaries" unless granting such priority would impede the development of developments in hard-to-develop areas;

(c) gives preference to developments, which serve the lowest income tenants;

(d) gives preference to those developments, which serve qualified tenants for the longest period of time;

(e) provides procedures for monitoring developments and notifying the Internal Revenue Service of any noncompliance that is found by the agency;

(f) allows preference for developments located in qualified census tracts, the development of which contributes to a concerted community revitalization plan;

(g) promotes energy efficiency in a development;

(h) recognizes the historic nature of a building in a development.

PROCEDURE FOR 2013

Applications in this round will be underwritten with the floating credit rate. An applicant with a reservation based on the floating rate will not be allowed additional credit if the 9% fixed rate is extended, after the reservation date.

PRIORITY HOUSING NEEDS

KHRC has identified the following housing needs as priorities for the tax credit program:

(a) any development in a community with less than 5,000 population;

(b) preservation of housing with a HUD Section 8 or USDA Housing Assistance Payment contract, or any application from a Public Housing Authority;

(c) any development for special need populations including, but not limited to homeless families and individuals or persons with disabilities;

(d) any development that offers gross rent for all units at a rate that is below the fair market rent for the area in which the property is located. (See Exhibit N for Fair Market Rents.)

(e) any development in a market area that is experiencing job growth and economic development where tax credit housing can have an impact and documented with letters from employers/city officials/economic development representatives/government officials, newspaper articles or studies.

THRESHOLD REQUIREMENTS

In order for an application to be considered for funding, the proposed development shall first demonstrate that it meets the requirements shown below. Applicants submitting incomplete applications will be given 15 days to provide missing requirements. A waiver of specific requirements may be granted prior to the application submission date upon sufficient evidence provided by the applicant:

(a) The application must be for a qualified residential rental development that meets the requirements of Section 42 of the Internal Revenue Code of 1986, as amended;

(b) The development must meet the low-income housing priorities as identified in the applicable state or local Consolidated Plan. (See pages 75-82 in the 2009-2013 Kansas Consolidated Plan.)

(c) The development is ready to proceed as documented by:

1. Evidence of site control with an option for at least six months beyond the application deadline; or a recorded deed;
2. Zoning approval or application for zoning approval with a letter from the zoning administrator citing that the zoning request is consistent with the local plan or that the local plan could be changed to be consistent with the zoning request;

3. Evidence of availability of adequate utilities at the site;

4. Commitment letters for all sources of financing;

5. Affidavit of compliance with accessibility design requirements of the Americans with Disabilities Act relating to the public and common areas; the American National Standards Institute 117.1 (1986) and the Fair Housing Act for all first level living units.

6. Inclusion with the application of all other documentation listed as **(MANDATORY)** in the "Submission Requirements Checklist" at the end of the application;

7. Submission of a market study, prepared by an independent, third party analyst, unaffiliated with the developer that meets the requirements shown on pages 14-15 herein.

(d) A commitment with KHRC to extend the low-income housing use of the development beyond the initial compliance period of 15 years for an additional period of at least 15 years; (Note: The statutory right of regulated sale in the 15th year is preserved subject to the election shown at C (2) of the Selection Criteria).

(e) The Development must provide an appropriate menu of amenities and supportive services. (See Exhibit P for the list of amenities and supportive services)

(f) Rural Development (RD) Form AD 622 commitment, if applicable;

(g) For nonprofit applicants:

1. The nonprofit must be a qualified nonprofit organization as defined in Section 42h(5)(C) of the Internal Revenue Code;

2. The nonprofit applicant must have an ownership interest (either directly or through a partnership) in the development, must be at least a co-general partner or co-managing member, and must materially participate, on a regular, continuous, and substantial basis, in the development, operation and the management of the development throughout the entire compliance period, pursuant to 469(h) of the Code;

3. A nonprofit shall submit a list of its Board of Directors, officers, directors and a list of previous housing participation;

(h) A <u>complete application</u> - any application that is not complete may be automatically rejected.

(i) Applicants must submit a completed Internal Revenue Service (IRS) Form 8821 (Rev. 9-98) as a condition of the application for housing tax credits. (See Exhibit K)

COMMUNITY SUPPORT

Applications will not be considered without a resolution from the local governing body stating that it is aware of and approves the housing development. The resolution must contain the following information:

(a) location of the development with its legal description;

(b) number of units;

(c) targeting of tenant population (elderly, family, special needs, mixed income, rent subsidized);

(d) amenities;

(e) type of construction (new, rehabilitation, acquisition and rehabilitation);

(f) financing required through local enhancements (tax increment financing, tax abatement, issuance of bonds);

(g) period of time for which the resolution is effective;

In the event there are changes in any of the above aspects of the development between the initial local approval and the offer of tax credits, another resolution with updated information must be submitted. (See Exhibit C).

APPLICATION PROCESS

Tax credits in Kansas are made available through a two-stage process of 1) reservation; and 2) allocation. Applicants may apply during one application period to receive a credit reservation during the 2013 calendar year. The application cutoff date is as follows:

Application Period	Application Cut Off Date
1	February 1, 2013 at 5:00 p.m.

Completed applications must be received by KHRC no later than the above cut off dates to be considered for the applicable application period. Target dates for reservation action are:

Application Period	Reservation Action
1	May 17, 2013

Applicants whose applications are not selected for credit reservation in any cycle, may choose to compete in the next cycle. A new application fee, as outlined under FEE SCHEDULES shown below, is required when applications are resubmitted. The fees apply to all private activity bond allocations with 4% annual tax credits.

FEE SCHEDULES

Application Fee: An application fee of $10 per unit shall accompany each proposal. Nonprofit applicants are exempt.

Reservation Fee: A credit reservation fee of 7% of the annual tax credit reserved must be paid upon closing of the development's construction financing. Nonprofit applicants shall pay a reservation fee of 2.5% of the annual tax credit. Private Activity Bond credit reservation fees are due within 5 business days of bond issuance.

Allocation Fee: An allocation fee of 3% of the annual tax credit allocation amount must be paid at the time the allocation request and documentation are submitted to KHRC. Nonprofit applicants shall pay an allocation fee of 1% of the annual credit. Private Activity Bond credit allocation fees are due when the 8609 forms are issued.

Monitoring Fee: An annual monitoring fee of $8.00 per $1,000 (.008) of the annual tax credit amount allocated is due for all placed-in-service properties no later than March 15th following the first year of the credit. An annual monitoring fee of $4.00 per $1,000 (.004) of the annual tax credit amount allocated is due for all properties in the 16th year and thereafter no later than March 15.

Asset Management Fee: An annual Asset Management fee of $100 per unit is assessed for all properties that have entered into an Asset Management Agreement with KHRC unless otherwise agreed to. The fee is due no later than March 15th following the placed-in-service year of the first building.

Qualified Contract Fee: $1,000 is due at the time of the written request.

Reinvestment Fee: $5,000/unit up to $100,000 due at closing on the construction financing. This fee applies to any property that has previously received an allocation of tax credits.

All fees are non-refundable and must be timely paid.

Note: Nonprofit applicants must be the sole general partner and developer to obtain the reduced fees.

FEE GUIDELINES

	50 + Units	Under 50 Units
Developer	10%	15%
Contractor:		
Profit	6%	7%
Overhead	2%	2%
General Req.	6%	6%
Architect:		
Design	3%	4%
Supervision	1%	1.5%
Consultant:		
For Profit	1%	2%
Non Profit	2%	3%

Developer fees and consultant fees are a percentage of eligible basis, which includes all fees. Contractor fees and architect fees are a percentage of new construction or rehabilitation costs. A declaration of subcontractors or suppliers for which there is an identity of interest through joint ownership with the developer must be declared at the application stage and disclosed at the final cost certification stage. As a result, developer profit and the amount of credit could be adjusted.

Identity of interest refers to situations where the same entities or persons control or own the services provided by one or more of the above performers. Architect design fees may be reduced further when the same design has been used in previous developments. Contractors are required to sell materials at reasonable market cost when they own or control the supply company. (Underwriting criteria are shown at See Exhibit F).

Identity of Interest	50 + Units	Under 50 Units
Developer	10%	15%
Contractor:		
Profit	2%	3%
Overhead	2%	2%
General Req.	6%	6%
Architect:		
Design	3%	4%
Supervision	0	0
Consultant:		
For Profit	0	0
Non Profit	0	0

ENERGY EFFICIENCY

New construction developments must meet or exceed the Overall U-Value standards with a Home Energy Rating System (HERS) index of 100 established by the 2006 International Energy Conservation Code (IECC). At the credit reservation stage KHRC requires an architect's certification that the design of the proposed construction meets the IECC standards. Prior to the start of construction, the plans of each new development must be reviewed and approved by a KHRC certified home energy rater to verify that the planned construction as per design and specification will meet or exceed the Overall U-Value with a HERS index of 100, established by the IECC. Up to five units with different floor plans and orientations for complexes of less than 50 units and up to 5% or a maximum of ten units in complexes of 50 or more units must be rated. The review must be documented with a letter from the rater to KHRC indicating whether the proposed construction meet the IECC standards. In the event that the proposed construction does not meet the Overall U-Value standards, the rater will provide suggestions for corrections to plans and specifications that will ensure that IECC standards will be met. An energy audit performed by a KHRC certified home energy rater is required on each building after it is completed to verify that actual construction meets the above listed requirements.

For existing structures that receive a tax credit reservation, an energy audit conducted by a KHRC approved home energy rater must be provided on each building prior to the preparation of the final work rehabilitation order. The rater, the owner and KHRC will determine the feasibility of meeting the requirements of IECC prior to the start of the rehabilitation. If it is determined to be feasible to meet the IECC standards, appropriate specifications will be written into the work order. If it is not feasible to meet the requirements of IECC, the rater will provide information indicating effective and cost-effective energy improvements that could be included as a part of the rehabilitation development. At the completion of the rehabilitation, an energy audit by a KHRC energy rater is required to verify that the rehabilitation work on each building meets the standards of IECC or includes recommended energy performance measures designed to achieve energy use reductions projected as a part of the initial performance audit and consultation. Up to five units with different floor plans or orientations for complexes of less than 50 units and up to 5% or a maximum of ten units with different floor plans or orientations for complexes of 50 or more units must be rated. (Recommended practices and specifications with Certificate of Compliance are shown at Exhibit G).

ACQUISITION AND REHABILITATION FACTORS

The selection of properties for acquisition and rehabilitation credits will be determined by the following list of criteria:

1. The ratio of acquisition and hard cost to total costs will be reviewed. A high acquisition percentage is primarily refinancing with minimal rehabilitation. Developments with a lower acquisition and a higher rehabilitation percentage will be favored for credits.

2. The increase in rents should be minimal, if any, as a result of the acquisition and rehabilitation. Developments that anticipate a significant rent increase after receiving financial assistance are not encouraged to apply for credits.

3. A large majority of the existing tenants should be income eligible under the tax credit program. Tenant displacement is strongly discouraged.

4. Evidence should be provided or a determination made that the private sector will not finance the acquisition and rehabilitation.

5. Energy testing should determine if the buildings could be brought into compliance with the 2006 International Energy Conservation Code. Buildings that can be brought into compliance will be given a priority for financing. (See previous Energy Efficiency section).

6. There should be an arm's length in the transaction between the seller and the purchaser. Transfers of property between related parties or when there are identities of interest will not be assisted.

7. Properties that are eligible to provide HOME matching funds, i.e. all or a portion of the units are affordable for tenants who earn no more than 50% of the gross median income for the area in which the property is located, will be given a priority for financing.

8. Existing low income properties under a threat of foreclosure and removal of existing tenants will be given a priority for financing.

9. Other factors that will be reviewed include the remaining length of time on any Housing Assistance Payments contracts, the availability of replacement reserves, and the current vacancy rate.

10. A minimum rehabilitation cost of $10,000 per unit averaged over a building is required and must be documented with a third party capital needs assessment to be considered for a credit reservation.

LEAD BASED PAINT ABATEMENT

For property acquisition and rehabilitation, any work on structures constructed prior to 1978 must comply with the Kansas Residential Childhood Lead Poisoning Prevention Act (K.S.A. 65-1, 201–213) and Kansas Department of Health and Environment regulations concerning the evaluation and control of Lead-based Paint Hazards and the Pre-Renovation Rule (K.A.R. 28-72-01 through 28-72-54) as applicable. All Department of Housing and Urban Development (HUD) Guidelines for the Evaluation and Control of Lead-based Paint Hazards, Environmental Protection Administration (EPA) Requirements for Lead-based Paint Activities; 40 CFR Part 745, and Occupational Safety and Health Act (OSHA) regulations on lead 29 CFR 1910.1025 shall apply when applicable.

SINGLE FAMILY HOUSING DEVELOPMENT

Single-family housing development is permitted by the Code so long as it remains rental housing for the 15-year compliance period. KHRC requires that any single-family housing development be converted to homeownership at the end of the 15-year compliance period. Owners are required to execute an agreement with KHRC to this effect no later than the allocation date. In such instances the extended use period will be waived. KHRC requires that tenants be given the first right of refusal or be offered an option to purchase the homes at their fair market value at the time of the tenant's initial occupancy of the homes. Total cost per unit is subject to the limits of Section 221(d)(3)(ii) of the National Housing Act (12 U.S.C. 17151(d)(3)(ii)). (See Exhibit J)

EVALUATION PROCESS

The housing credit agency (KHRC) is required to evaluate each application (including tax exempt bond financed proposals) to ensure that it receives only the amount of credit necessary to assure feasibility and viability throughout the credit period. The agency must consider the sources and uses of funds. The evaluation is performed three times: when an application is received, at the time of credit allocation, and at the time a development is placed-in-service.

During each evaluation KHRC considers the sources and uses of funds, the total financing for the development, all proceeds or receipts expected to be generated by reason of the tax credit, the percentage of housing credit dollar amount used for development costs other than the cost of intermediaries, industry cost standards, average costs of competing developments, property amenities, the number and kind of units, property quality and other information which may be necessary for development evaluation. This includes comparing total cost per unit and total cost per square foot with data taken from similar applications in terms of type, size and targeting in the current round and for the last three years. Applications that exceed these averages will be given less consideration regardless of their overall ranking under the Development Selection Criteria. Developers are not penalized for providing extra amenities or quality construction. KHRC may request substantiation of development costs.

In the event KHRC makes adjustments to the tax credit requested, property owners have five working days to provide evidence acceptable to KHRC that justifies the credit requested. Otherwise, the applicant or owner may accept the recommended credit or withdraw the application. KHRC does not wish to jeopardize developments for which syndication arrangements have been made, and therefore, negotiates with the Owner any adjustments to the committed credit at the time the final evaluation is made for properties that have been placed-in-service. Determination of the annual credit is not to be construed as a representation or warranty as to the feasibility or viability of the development or its ongoing capacity for success.

PRIVATE ACTIVITY BOND FINANCING

KHRC has authority to allocate tax-exempt bonds with 4% annual tax credits for affordable housing developments. Applicants must provide KHRC with a bond inducement resolution, a request for the bond allocation and an application for the tax credits with accompanying documentation. The bond allocation request and the tax credit application are reviewed simultaneously with the preliminary requirements and selection criteria outlined herein. Applications may be submitted at any time. Decisions regarding bond allocations with tax credits will be made within 60 days of the allocation request.

Bond Allocation: A non-refundable fee must accompany the application before the request can be processed. The application fee is determined as follows:

$250	-	Allocation request up to $5,000,000.
$500	-	Allocation request from $5,000,001 to $10,000,000
$1,000	-	Allocation request from $10,000,001 and above

Bond Issuance Fee: 0 - $2,000,000 - 5 basis points (.005)
$2,000,001 and above - 10 basis points (.010)

All tax credit fees shown at pages 4-5 apply to credits issued with tax-exempt bond allocations and are separate from bond allocation fees. Tax-exempt bond developments do not require carryover allocations but are required to pay the allocation fee when the 8609 forms are issued. Bond allocation fees and tax credit fees may be paid together.

RURAL HOUSING INCENTIVE DISTRICTS

If a proposed housing development will rely on city or county creation of a Rural Housing Incentive District for tax increment financing, please review K.S.A. 12-5241 – 12-5301 and utilize the KHRC Guide for the Certification of Findings and Determinations. The city or county housing needs analysis and resolution establishing the incentive district must be certified by the Kansas Department of Commerce, before tax credits will be reserved for the proposed development. (See Exhibit H).

SELECTION CRITERIA

The KHRC evaluates applications for tax credit allocations using the following selection criteria and point system. The point system and ranking of applications are key indicators of proposed developments and not a sole determinant for approving applications.

- Property Location
- Housing Needs Characteristics
- Development Characteristics
- Applicant/Sponsor Characteristics
- Tenant Population Characteristics
- Public Housing, Government Assisted and Conventionally Financed Waiting Lists
- Bonus Points

The selection criteria and point system that are used in ranking applications are outlined below. In the event of a tie in overall total points earned by two or more applications, the determining factors are, in order:

- the development that is designed to serve the lowest income tenants as determined for item E2, Page 13:
- the development that has the lowest intermediary costs as determined for item C.1, page 12;

2013 DEVELOPMENT SELECTION CRITERIA
Maximum – 310 points

A.	**Property Location (not to exceed 50 points)**	**Maximum Points**	**Score**
1.	A property is located in a HUD defined Qualified Census Tract or Difficult Development Area. (See Exhibit Q)	10 points	
2.	A property is located in a county of the State with a median income less than the statewide non-metro average.	10 points	
3.	A property is located outside a Metropolitan Statistical Area (MSA).	10 points	
4.	Site locations will be further evaluated for community support, neighborhood consistency, and site usability, accessibility and marketability. (See Exhibit A for specific criteria).	20 points	
B.	**Housing Needs Characteristics (not to exceed 45 points)**		
1.	Development will receive 1 point for each 2% of three bedroom units as a percentage of the total units.	Up to 10 points	
2.	Development has at least 1 unit reserved to provide temporary housing (maximum of 2 years) for a homeless family or elderly person. Larry	5 points	
3.	Development preserves existing affordable housing that would be subject to foreclosure or default if tax credits were not available as indicated by deteriorating physical condition, high vacancy rate or poor financial performance. ?	10 points	
4.	Development provides rehabilitation of existing, structurally sound, energy efficient, affordable housing. Points will be awarded on hard costs for rehabilitation per unit on a sliding scale as follows:		
	\$10,000 - \$15,000 per unit;	5 points	
	\$15,001 - \$20,000 per unit;	10 points	
	\$20,001 - \$25,000 per unit;	15 points	
	Over \$25,001 per unit.	20 points	

			Maximum Points	Score
C.	**Development Characteristics (not to exceed 80 points)**			
1.	Highest priority will be given to applications with the lowest percentage of intermediary costs. (These costs may include, but are not limited to, attorney fees, engineering fees, and architect fees). Points awarded on a sliding scale up to 5% of total costs. Points deducted on a sliding scale beginning with 6% of total costs.	LARRY	15 points	
2.	Owner agrees to waive the provisions of the qualified contract relative to the sale of a building at the end of the first 15 years.	O.K	15 points	
3.	Development (new, rehab or historic conversion) provides a HERS score for all buildings of: 85-78 — 10 points 77-71 — 15 points 70 and below — 20 points		Up to 20 points	
	OR		10 points	
	Development (rehab or historic conversion) exceeds the requirements of the IECC.			
4.	Development creates single-family housing that is intended for eventual tenant ownership.		10 points	
5.	Development involves the use of housing as part of a community revitalization plan, including the adaptive reuse of a building that is eligible for the historical register or is sited in an officially declared historic district or developments that are eligible for a real estate tax exemption based on state statute or local ordinance.		20 points	

	Maximum Points	Score

D. Applicant/Sponsor Characteristics (not to exceed 10 Points)

1. Applicant is a KHRC certified CHDO which conforms with the provisions of 501(c) (3) or 501 (c) (4) of the I.R.C. and performs the primary function of owner, manager or developer. ? — 10 points

E. Tenant Population Characteristics (not to exceed 75 points)

1. Development provides 100% of units targeted to tenants 55 years and older and/or to tenants with special needs. — 20 points

2. Development is designed to serve the lowest income tenants by providing: — Up to 35 points

	Median Income					
% of Units	50%	45%	40%	35%	30%	P
10-12	2	3	5	6	7	O
13-14	4	6	10	12	14	I
15-16	6	9	15	18	21	N
17-18	8	12	20	24	28	T
19-20	10	15	25	30	35	S

The market study must verify the need for the rent levels that are targeted.

3. Development provides market rate units. Two points will be awarded for each 5% of market rate units. — Up to 10 points

4. Development serves individuals with children. — 10 points

F. Public Housing Waiting Lists (5 points maximum)

1. Applicant has entered into an agreement with the P.H.A. or the local governing unit to accept the referral of tenants on the P.H.A. waiting list. (See Exhibit B). — 5 points

G. Bonus Points (45 points maximum)

1. Developments that address the priority housing needs shown on page 2 herein. (15 points for each priority need). — Up to 45 points

NON POINT CRITERIA

Applications meeting the preliminary requirements will be further reviewed for non-point criteria. Applications may be accepted or rejected based solely on the non-point criteria, which include, but are not limited to, the following:

(a) Sufficient development team experience relative to the proposed development;

(b) The substantial involvement of women or minorities in the development team;

(c) Other developer considerations that could adversely affect development viability, such as credits reserved/allocated for other developments where construction has not yet started.

(d) The reasonableness of total development cost as based on final cost data accumulated by KHRC.

(e) Jurisdictional comments of city, county, state or federal representatives;

(f) Comments of neighborhood groups and organizations that are knowledgeable about the area.

(g) Substantial change of market or application conditions between the application and reservation dates.

(h) Appraisal of the land, and in a rehabilitation development, appraisal of land and buildings, at its fully improved market value.

(i) Site considerations based on the suitability of its intended use and occupancy, including but not limited to uncorrectable environmental conditions, neighborhood economics, and excessive site development requirements.

(j) Size of the development relating to overall competitive demand and equitable distribution of tax credits across the state.

(k) Pricing of the credit as shown in a firm commitment from the investor.

MARKET STUDIES

Market studies on all developments are required. A market analyst, unaffiliated with the developer, the development or the city where the development is located, who has experience with multifamily rental housing, must prepare the study. All income levels targeted in the application must be addressed in the study. The market study must include information in the following format:

(a) An Executive Summary of no more than one page that highlights the significant findings of the study, including the calculated capture rate and estimated absorption period. A table of contents must be provided with page references to the key topics outlined below.

(b) A description of the proposed development that identifies the targeted population, the number and size of both tax credit and market rate units, the proposed rents and utility allowances, the amenities and other relevant information.

(c) A description of the proposed site, the surrounding land, and the neighborhood. Photographs of the site and neighborhood, and a map clearly identifying the location of the development and its distance to jobs, shopping centers, medical services, places of worship, schools, day care, libraries, senior centers, recreation and transportation linkages must be provided.

(d) Definition and location of the primary and secondary market areas must be reasonably drawn, delineated on a map, and justified by an adequate explanation that is supported by the demographics and economics of the area.

(e) Economic analysis of the market area. Emphasis should be placed on recent and projected job growth and development, level of wages and salaries being paid, the historical and current unemployment rate, and the commuting patterns of workers.

(f) Analysis of household numbers, sizes and types in the market area, including a breakout of family, elderly, and persons with disabilities households, along with owner occupied and renter occupied households.

(g) Specification of the number of income eligible households who can afford to pay the rent proposed by the development in question. Eligible households should be identified according to the income stratifications shown on the most recent KHRC income and rent qualification chart. An affordability factor of 30% should be used in all analysis.

(h) A description of rent levels, operating expenses, turnover rates and vacancy rates of comparable properties in the market area.

(i) Expected market absorption of the proposed development, including capture rate, lease up period, and the effect on other comparable properties in the market area.

(j) Communication with the KHRC to discuss appropriate market areas, comparable properties, and competing properties in the development and construction stage is required. Inquiries should be directed to the Director of Rental Housing.

(k) A certification from the market analyst indicating the methodology, objectives and data sources for the study as well as the qualifications, assignments and accomplishments of the analyst.

PRE-DEVELOPMENT CONFERENCES

A pre-development conference with KHRC is required within 90 days of the execution of the reservation agreement. **The developer, architect and property manager are required to attend this meeting.** At that time, the expectations of KHRC, including a review of minimum development standards, will be discussed.

CARRYOVER ALLOCATIONS

Developments not completed or placed in service by December 31, 2013 are eligible for a Carryover Allocation by satisfying the following requirements:

A. More than 10% of the total reasonably expected basis in the development must be expended or incurred within the period of time allowed by the law.

B. Land ownership for the development, in the form of a recorded deed or a long-term lease, must be shown in the name of the entity claiming the tax credits at the time when the carryover is perfected.

C. An opinion from a certified public accountant stating that the development is eligible for tax credits and has expended or incurred more than 10% of the total reasonably expected basis in the development. (See Exhibit D)

D. A development allocated tax credits in 2013 will have up to twelve months from the date of the allocation to meet the carryover requirements.

E. Payment of the allocation fee.

KHRC reserves the right to make additional requirements prior to granting a carryover allocation. These requirements may include but are not limited to the following:

E. Evidence of construction loan closing.

F. Owner certification that construction or rehabilitation has started.

G. Owner certification of all sources of financing.

Applicants are advised if they cannot meet the Carryover Allocation requirements by December 31, 2014, the tax credit reserved for the development will be rescinded by KHRC.

Developments receiving a Carryover Allocation have until December 31, 2015 to place the property in service and apply to KHRC for the IRS Form 8609 for each completed, qualified building. KHRC will recapture the allocation amount if the owner does not return to KHRC to receive the IRS Form 8609 prior to December 31, 2015.

KHRC may, at its discretion, change allocation years for any development before or after an allocation is made in order to facilitate the orderly completion of developments or to efficiently use all of its credit authority.

FINAL ALLOCATION

IRS Form 8609 is used by KHRC to allocate tax credits to properties with some or all of the buildings completed and ready for occupancy. To obtain the final allocation Owners must provide the following information:

A. A copy of the recorded title to the real estate of the property in the name of the entity that will appear as the owner on the IRS Form 8609.

B. Evidence of permanent financing and permanent loan closing documents (15 year minimum for properties of ten units or more).

C. Evidence of equity financing (syndication final agreements or other closing documents for equity contributions in developments of ten units or more). For smaller developments, the owner will certify the amount of cash equity invested into the development.

D. Owner certification of all sources of financing. (KHRC Form)

E. Owner certification of total development cost, qualified basis for tax credits and placed-in-service date. (KHRC Form). Contractor general requirements must be itemized and certified by the owner.

F. At the discretion of KHRC, a legal opinion certifying that each building has been placed-in-service and that the development is in compliance with the applicable provisions of the Internal Revenue Code may be required. If an acquisition credit is requested, this opinion must state that the property ownership over the ten-year period before the purchase by the taxpayer has been reviewed and reasons given why the property qualifies for acquisition tax credits. The opinion should also certify any identity of interest as outlined on page 6.

G. A Certificate of Occupancy issued by the local governing body for each building being placed-in-service.

H. An opinion by a Certified Public Accountant regarding the development's eligibility for tax credits. (See Exhibit E)

I. A Land Use Restriction Covenant must be executed by the owner and KHRC, and recorded at the Register of Deeds in the county where the property is located as a first lien on the property and returned to KHRC before the IRS Form 8609 will be given to the owner. (KHRC Form) A subordination agreement will be required from any lien holders with a higher priority.

J. An energy audit conducted by a KHRC certified home energy rater.

K. Certification of Rents and Basis (KHRC form).

L. Currently dated Certificates of Good Standing issued by the Kansas Secretary of State for the ownership entity and the general partner or managing member entity.

REQUESTS FOR ADDITIONAL CREDITS

Requests for additional credits after a reservation or an allocation has been made will be considered only if one or more of the following criteria are met:

1. Higher costs have been incurred because the city or other governmental entity has required additional amenities or architectural improvements.